

FRESNO, CALIFORNIA

CLASS SPECIFICATION

POLICE CADET

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Police Cadet is the first and entry level in a two level Police Cadet series. Incumbents are responsible for performing a wide variety of police support tasks, including responding to non-emergency calls for service, assisting in traffic and parking control, managing records or evidence, processing prisoners and registrants, and staffing public counters and telephones. Incumbents may be assigned to any shift including nights, weekends and holidays. This is a training class in which incumbents do not achieve permanent status in the classified service as defined in the Fresno Municipal Code.

The Police Cadet is distinguished from the Senior Police Cadet who is currently attending or has completed a California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Academy.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Assists Police Department Personnel with non-emergency duties: disposition evidence; transporting evidence to and from storage locations; receiving and processing bicycles that have been booked into evidence; purging and destroying evidence upon expiration; controlling traffic at accident scenes or special events; processing the booking of evidence and/or property; gathering prisoner processing information; assisting with gathering evidence at crime scenes; and/or, performing other related activities.	Daily 60%
2.	Preparing and maintaining a variety of logs, records, paperwork, and reports related to daily activities.	Daily 15%
3.	Answers non-emergency calls for service and provides appropriate information, follow-up, and/or dispatching of officers; Receives and responds to inquiries from citizens; gives general assistance and direction as appropriate.	Daily 10%
4.	May complete and prepare field reports, in a non-hazardous setting, related to the commission of crimes against property and persons; May assist with the collection and preservation of evidence.	Daily 5%
5.	Inspecting patrol vehicles to ensure proper working order and the availability of applicable equipment.	Daily 5%
6.	Gathers and compiles statistical data; disseminates results to appropriate department staff.	Monthly 5%
7.	Performs other duties of a similar nature or level.	As Required

FRESNO, CALIFORNIA

CLASS SPECIFICATION

POLICE CADET

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and minimum 18 years of age are required;
- OR
- Qualifying incumbents are expected to obtain full-time permanent employment within the Fresno Police Department within 4 years (48 months) from the time of appointment. Failure to do so is cause for termination from the program as outlined in the Fresno Municipal Code.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Office procedures, principles, practices and equipment;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices;
- City streets.

Skills (position requirements at entry):

Skill in:

- Providing customer services
- Dealing tactfully with difficult people both telephonically and in person
- Remaining calm in stressful and emergency situations
- Safely operating and maintaining applicable tools and equipment
- Safe operation of motor vehicle
- Operating a variety of equipment and systems utilized in emergency service dispatch activities.
- Reading and comprehending maps
- Ability to prepare and make effective oral presentations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

FRESNO, CALIFORNIA

CLASS SPECIFICATION

POLICE CADET

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008